

**MATERIALS
HANDLER
SUPERVISOR
WS-6907-06**

**FACILITIES and AIRFIELD
MANAGEMENT**

DISTRIBUTION

MATERIALS HANDLER FOREMAN
PMOS595001

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I. JOB SUMMARY

Airfield Support

Warehousing Physical Distribution
~~This position is located in the Supply Department, Material Division, Receiving, Delivery Branch, Naval Air Station, Lemoore, CA. Its purpose is to receive, process and deliver incoming material to customers and storage areas. Supervises approximately 10 civilian which include 3 WG-6, 6 WG-5 and 1 WG-8.~~

II. TYPICAL WORK PERFORMED

Responsible for receiving, checking and coordinating the inspection of incoming material; unloading, palletizing, tallying and checking supplies received from commercial carriers against freight bills. Types of material include aircraft engines, delicate instruments, training devices, aircraft wings, drop tanks, classified items, flammable and dangerous articles and general supplies. Modes of transportation include truck, rail, air and parcel post. Makes preliminary checks to compare actual material received with carrier's waybill or GBL for condition, identity and quantity, determining improper preservation, packing, packaging or marking, making exception on carrier's documents or GBL when over, short or damage is discovered. Ensures that appropriate material handling equipment is available to facilitate the unloading and loading of commercial vehicles and delivery equipment. Coordinates the delivery and pickup of material to and from various sites aboard the Station. Prepares all reports required for the section: work measurement, daily progress.

Serves as Division T.A.S.D. responsible for the ADP Security, Training/Troubleshooting and application of all software assigned to the ~~Material Division Branch~~.

Responsible for the inventory accuracy of the ~~Material Division's~~ *warehousing physical Distribution Branch's* Minor and Plant property.

Responsible for the ~~Material Division's~~ custody of Material Handling Equipment, which includes Annual Usage Reporting, Daily Preventative Maintenance Checks, scheduled loans and vehicle turn in for scheduled maintenance.

Responsible for the distribution of Material Safety Data Sheets (MSDS) for all hazardous material inbound transitioning to the Hazardous Material Center

Responsible for the postal Delivery and personnel assigned.

III. ADMINISTRATIVE

Plans, establishes, evaluates, revises, and administers the organizational structure of the receiving function; determines space, manpower, material handling equipment, and related operating requirements; plans, establishes general work flow, methods, and schedules; determines overall work goals and standards of performance. Interprets and adapts applicable instructions, regulations, policies, and procedures to fit the specific requirements of the branch; prepares internal instructions and regulations that govern the receiving and delivery program; resolves a variety of material handling, receiving, and related problems that affect the local distribution program and for which established guidelines, policies, and procedures often are inadequate or non-existent.

Plans work to be accomplished by subordinates, determines priorities and assigns work based on priorities; provides advice, counsel or guidance to assure proper accomplishment of assigned tasks. Prepares written performance standards, appraises work being performed on a continuing basis and prepares performance ratings. Determines training requirements, develops training plans, conducts required training, and evaluates effectiveness of training. Promotes the participation of employees to programs such as Beneficial Suggestions and Cost Reduction. Interviews candidates for vacant positions. Makes recommendations for selection, promotion, detail, and/or reassignment. ^{Tagouts} ~~Sigs~~ time and labor cards, approves/disapproves leave, and initiates new, revised, or amended position descriptions as necessary to assure currency and accuracy. Counsels employees, adjusts informal complaints and grievances through discussion with employees and union representatives, initiates disciplinary action as needed. Ensures employees observe regulations and rules on housekeeping, conduct and safety.

Implements general and specific provisions designed to assure policies to achieve management objectives in such areas as employee management relations and equal opportunity are effectively carried out. Assures equal treatment of all employees. Assures equal opportunity for all persons, to prohibit discrimination in employment, development, advancement, and treatment because of race, color, religion, sex, or national origin. Promotes the full realization of equal employment opportunity through continuous participation in the Station's Affirmative Action Program Plan for minorities and women, with assertive efforts in the accomplishment of goals established to overcome underrepresentation.

IV. CONTROLS OVER THE POSITION

Airfield Support Division, Distribution Facilities Mgr.
The ~~Material Division Director~~ is the immediate supervisor, providing general overall guidance on policy, procedures and overall program direction. The incumbent works on his own assigned area of responsibility and is expected to complete his work independently, referring to the supervisor for advice and guidance on policy and out-of-the-ordinary procedural problems only. The incumbent operates

on his own initiative in carrying out the function of the position; determines the approach to be taken and the methodology to be used.

The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Results of work are considered technically authoritative and are normally accepted without change. Written guides include directives and policies published by NAVSUP, OPNAV, NAVCOMPT, CINCPACFLT, COMNAVAIRPAC, cognizant inventory control points and other higher authority. Guides are broadly state/non-specific and must be adapted to NAS Lemoore; guides frequently state only what is to be accomplished and do not provide definitive instructions on how it is to be accomplished.

V. FACTOR STATEMENTS

A. KNOWLEDGE AND SKILL

Knowledge of the practices, techniques and work methods of receiving, storage, and delivery trades.

Knowledge of operation of forklifts and other material handling equipment in order to effectively supervise use of equipment and insure compliance with safety rules and regulations.

Thorough knowledge of characteristics and hazards in receiving, storage, handling, and issuing highly flammable material, acids and radioactive material.

Complete knowledge of receiving procedures, fire and safety regulations as defined in Materials Handling Manual 284 and various instructions, Naval Air Station and Department regulations pertaining to receipt, staging and issue of all materials.

Ability to analyze and interpret a variety of data contained in written directives from higher authority, relate them to local operations and make decisions in cases not specifically covered by established guides or precedents.

Capability to logically develop and clearly convey thoughts via all means of communications in such form and manner as are most useful to operating or management personnel.

B. PHYSICAL DEMANDS

Moderate physical effort required such as walking, standing, reaching and stooping for extended periods in the general performance of duties. Subject to prolonged standing on concrete floors.

C. WORKING CONDITIONS

Exposed to constant movement of various types of material handling equipment in and out of storage areas. Exposed to exhaust from gas-powered forklifts. Normally works in a warehouse not equipped with a heating or cooling system and which has an inadequate lighting system. Occasionally works outside in all types of weather. Exposed to extreme temperatures in warehouse and outside areas.

Requires a motor vehicle operators license.

Requires a Security Clearance. (Secret)